

**Process for Requesting An Exception
Under the Children's Home and Community-Based Services Waivers**

The family and child's support and service coordinator from the county submits the exception request and all required documentation to the regional children's services section staff.

The support and service coordinator will assist families in gathering needed documentation including:

- The service billing log or other county documentation of services received under the Home and Community-Based Services Waiver;
- An explanation regarding the missed weeks of service, for example the family moved, switched providers, the provider experienced difficulty in staffing the child's treatment team, the child was ill, or other explanation; and
- a clinical justification indicating that the child will benefit from extended services.

The regional children's services section staff will request documentation from Medicaid fee-for-service for any services provided to the child under this system. The regional children's services section staff will review the requests within two weeks of receiving all required documentation. The response to the request will be in writing. All requests that meet the required criteria will be approved and the length of the extension noted. If a request does not meet the requirements, the request will be denied and the family will be notified of their appeal rights under the Medicaid waivers.